

Administrative Assistant

Overview:

The Kentucky CASA Network, Inc. (KCN) seeks a dynamic individual for the full-time position of Administrative Assistant. The ideal candidate for this position should have excellent communication and critical thinking skills with proven experience in collecting, analyzing, and disseminating data. This position will provide administrative and technical support to the KCN staff and board. This position is based in our office in Louisville, KY and reports directly to the Executive Administrator.

Who We Are:

The KCN is a 501(c)(3) nonprofit organization, governed by a board of directors, that provides ongoing development, training, technical assistance, and resources to local CASA programs across Kentucky. The KCN is the recognized state association in the Kentucky Revised Statutes (KRS) 620.530 and by the National CASA/GAL Association for Children.

The KCN has a mission to strengthen and support local CASA programs to build capacity to serve abused and neglected children involved in the court system through no fault of their own. The association advocates for the needs and interests of CASA programs and volunteers with industry stakeholders, state and federal officials, and child welfare decision-makers to advance the CASA mission statewide. The KCN currently supports 18 local CASA programs that served nearly 3,400 children throughout the Commonwealth in 2024.

Who You Are:

You enjoy working independently on tasks in an office environment. You believe that your support of staff is contributing to the mission of the organization. You thrive in a fast-paced environment that has high expectations around high-quality service delivery. You are a critical thinker who knows how to prioritize work deliverables.

Job Duties:

- Effectively communicate with KCN staff, member programs, and external stakeholders via phone, email, MS Teams, and face-to-face interactions
- Carry out day-to-day administrative office duties such as answering phones, filing, and ordering supplies
- Maintain contact lists
- Organize and schedule meetings, appointments, and network events
- Assist in the preparation of reports
- Provide support for trainings and conferences, including registration, general logistics, and compiling evaluations
- Maintain digital and manual filing systems and records
- Contribute to social media accounts and assist with maintaining website content
- Manage donor and stakeholder database

- Assist KCN staff with collecting, analyzing, and disseminating data
- Assist KCN staff with statewide CASA conference and statewide events
- Other duties as assigned

Minimum Qualifications:

- Associate's degree in communications, business, social sciences, or related field; bachelor's degree preferred
- At least 3 years of experience in office administration
- Proven experience in data collection and analysis
- Proficient in MS Office (including Word, Excel, PowerPoint, and SharePoint)
- Proficient in Google Workspace products (including Gmail, Drive, Docs, Sheets, and Forms)
- Comfortable with learning new technologies and processes
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Experience handling confidential information with discretion
- Strong interpersonal and communication skills

Preferred Qualifications:

- Familiarity with the Court Appointed Special Advocate program and the child welfare system
- Experience in event management
- Experience with the Salesforce CRM platform

Compensation and Benefits:

This is a 37.5-hour per week position with an annual salary of \$43,000 - \$45,000, contingent upon relevant education and experience. Benefits include a generous PTO policy inclusive of sick, vacation, and personal leave; short-term disability inclusive of maternity, paternity, and adoption leave; employer-sponsored health insurance; a Health Reimbursement Arrangement (HRA); childcare reimbursement; a retirement plan with employer match; a family-friendly, flexible work environment; and the opportunity to work with a team of professionals who share a passion for helping the Commonwealth's children be able to live in a safe and permanent home.

To Apply:

Please submit a resume and cover letter to the attention of the State Director/CEO at careers@kentuckycasanetwork.org no later than February 11, 2025.

Kentucky CASA Network, Inc. provides equal employment opportunity to all individuals, regardless of race, color, ethnicity, creed, religion, sex, gender identity, pregnancy, age, sexual orientation, national origin, disability, genetic information, veteran status, or any other characteristic protected by state, federal, or local law.